

The following three forms are used to clearly and concisely summarize the actual, measurable work your agency will conduct if awarded a Non-City Agency (NCA) grant by the City. The following list of instructions explains how each form must be filled out.

The Scope of Work (SOW)

- The Scope of Work should include all of the measurable objectives performed by each NCA.
- The Scope of Work should include activities that directly benefit the public, such as:
 - Putting on an art exhibit
 - Performing a concert
 - Providing job training
- The Scope of Work should not include administrative activities, such as:
 - Applying for other grants
 - Holding staff meetings
- The Scope of Work should include the following 3 types of quantifiable data:
 - Measurable **Activities**
 - Example 1: ‘Will provide 360 hours per semester (20 hours per week for 18 weeks) of math tutoring...’
 - Example 2: ‘Will exhibit 12 new paintings and 6 new sculptures during the Fall 2005 season...’
 - Measurable **Beneficiaries**
 - Example 1: ‘...to 25 different students per semester.’
 - Example 2: ‘...to an estimated viewing audience of 20,000 Durham City residents...’
 - Measurable **Results**
 - Example 1: ‘90% of tutoring recipients will improve one full letter grade by the end of the semester.’

The Agency/Program Budget-to-Actual (ABA and PBAs)

- Every applicant must submit an Agency Budget (ABA). If you plan to use the NCA grant funds on a particular program or programs, submit a Program Budget (PBA 1, PBA 2, PBA 3, etc.) for each.
- Do not include in-kind donations
- Show Revenues on the top, Expenditures on the bottom.
- Total Revenues and Total Expenditures for the year should equal each other.
- Show every individual source of revenue.
 - Donations made by private individuals can be lumped together into a single “Donations” line.
- Consolidate all Expenditures into the following three areas:
 - Personnel (salaries, benefits, etc.)
 - Operating (supplies, rent, utilities, etc.)
 - Capital (one-time purchases over \$5,000)
- Please insert your agency’s information in the budget form provided. Alternate formats are unacceptable.

The List of City-Funded Expenditures (LCFE)

- This document provides a brief summary of the items an NCA will spend the City’s money on, broken down by NCA grant payment.
- Please insert your agency’s information in the form provided. Alternate formats are unacceptable.

PLEASE NOTE: When submitting an application, only fill out the green portions of the forms. If your grant request is approved for less than your request, you can revise the green portions based on the actual amount of the grant. The yellow portions will be filled out during the fiscal year. Be sure to check the Sample version for additional guidance on format and content.